



THE GEORGIA ARCHIVES

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Records and Information Management Services

State Agency Specific Schedules For Georgia Lottery Corporation

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Adverse Action Appeal Files		6 years		Temporary - Short Term		0973-002
Balls Weighing and Measurement Information Files	Documents relating to the weight of GA Lottery game balls and related correspondence	6 years		Temporary - Short Term		0973-016
Claim Forms		8 years		Temporary - Short Term		0973-003
Instant and Online Game Marketing Plan		Permanent		Permanent		0973-011
Investigation Case Files		4 years		Temporary - Short Term		0973-012

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Live Daily Lottery Drawing Files		1 year		Temporary - Short Term		0973-006
Police Reports		3 years		Temporary - Short Term		0973-010
Pre-Drawing Checklist and Distribution Tables		10 years		Temporary - Short Term		0973-013
Project Management Files		3 years after project completion		Temporary - Short Term		0973-005
Retailer Case Files		7 years		Temporary - Short Term		0973-008
Retailer Licensing Files		10 years		Temporary - Short Term		0973-004
Return Ticket Detail Report		3 years		Temporary - Short Term		0973-014
Security Logs		3 years		Temporary - Short Term		0973-009

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Test/Output for On-line Games Vendor Testing		5 years		Temporary - Short Term		0973-001
